

# *FALL 2020 BLUEPRINT*

## *COVID-19 RE-OPENING PLAN*



1896

**DELAWARE VALLEY**  
UNIVERSITY

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# Blueprint for Fall 2020: Re-opening Delaware Valley University

## Introduction from the President

Over the past few months, our DelVal community has risen to the challenge set before us as we learned to respond and adapt to a changing world. The COVID-19 pandemic has brought out the best in so many – as a learning community we have grown.

Our faculty have been inspirational as they developed creative new approaches to teaching and learning. Our staff have dug in and created virtual solutions to traditional face-to-face experiences, forms of engagement and support for our students. Our essential personnel have kept the campus safe and secure, and our students have found inner sources of grit and resilience in the face of tremendous change in a relatively short period of time.

While rapid change and uncertainty might be the un-doing of some organizations, it has made Delaware Valley University stronger.

For this reason, I am pleased to share this plan for re-opening our University for the Fall. It describes the next chapter in our continued journey together. Developed by many hardworking campus community members over the spring and early summer, the plan provides a direction to move forward and to fulfill our educational mission.

The plan is called the **Blueprint for Fall 2020** by design. A blueprint is a guide for creating something and it will serve as a model for organizational agility and adaptability.

As we enter a new academic year, our University's core values are more relevant than ever. We all will be asked to adopt new habits and practices to do our part to keep the University strong. We will need to think and act for the good of our community rather than only for our own personal preferences. We will need to find new levels of respect for each other as we recognize that each one of us will have a role to play in creating a safe and sustainable environment in which we can all live, learn and work.

I conclude this introduction with our core values front and center:

- Teach, learn and serve with passion and commitment
- Act as one learning community with one purpose
- Value the world of ideas and difference
- Live each day with integrity
- Respect all people
- Pursue excellence

Be well, and I look forward to a new year together.

Maria Gallo, Ph.D.  
President  
Delaware Valley University

## **About the Plan**

This document summarizes the operating conditions and key changes being made at Delaware Valley University for re-opening the campus in Fall 2020 and serves as a guide to preventive and precautionary measures designed to limit the presence and spread of illness at the University. It applies to all students and employees at all campus locations, including at the Roth Center and the Gemmill campus.

The health and safety of all members of our campus community is our top priority and drives this plan. The COVID-19 pandemic continues to be a dynamic situation and our understanding will evolve and change. It may be necessary to update portions of this blueprint as local, state and federal guidance are adjusted.

This guide is not intended to be a detailed description of all University plans, policies and procedures and may not address every question that may be on the minds of our community members. Rather, it serves as an overview of opening strategies and operating objectives.

### **Goals**

- Support the health and safety of our students, faculty and staff.
- Create a safe and stepwise re-population of the campus.
- Provide continuity and quality of instruction and student experience.
- Sustain essential operations and functions.
- Monitor campus health conditions and appropriate decision making.

### **Authority**

The University's plans will adhere to the directives of the Commonwealth of Pennsylvania as communicated through the Office of the Governor, the Pennsylvania Department of Education, and the Department of Health.

Guidance from the Centers for Disease Control and Prevention (CDC) will inform plans and decisions related to health and safety factors, supplemented by guidance from the American College Health Association and the NCAA Sport Science Institute regarding student-athletes.

The plan also depends upon a partnership with the Bucks County Department of Health for general guidance and direction associated with testing, contact tracing, isolation and quarantine protocols, and other public health considerations relevant to campus status. Partners at Doylestown Health serve as invaluable sources of support and guidance on COVID-19 and local conditions.

### **Guiding principles**

1. Our mission is grounded in the **transformative power of experiential learning** and 'science with practice.' A core principle for re-opening is to continue our focus on experiential pedagogies and experiences within the best guidance for safety and health.

2. This plan operates under the **assumption of shared responsibility** for the health and safety of our community and the sustainability of a dynamic learning environment. The University outlines, implements and enforces the preventive measures it will take toward this end.

Individual members of our community will share in the responsibility to safeguard their own health and that of others by abiding by the directives of this plan and following the essential guidance of the CDC for preventing the spread of illness. That guidance is summarized below:

- Wearing cloth face-coverings to reduce the spread of droplets that can carry the virus;
  - Maintaining distance from others;
  - Practicing effective hand hygiene and avoiding touching your face with unwashed hands;
  - Protecting others through good respiratory/cough and sneeze hygiene practices;
  - Staying home from work or class if ill, seeking medical help, and avoiding people who are ill;
  - Thoroughly and honestly participating in daily symptom screening.
3. **Flexibility and adaptability** are essential principles behind our plan. Change is the only constant in the current environment. As our understanding of COVID-19 continues to evolve and practices and directives change, we must be willing and able to correct course and modify plans quickly and with a spirit open to the realities of change.

## **Implementation roles and responsibilities**

*President and Cabinet:* Holds ultimate responsibility for the oversight and enforcement of the plan and policy and financial decisions within the plan.

*President's Task Force on Re-Opening:* A cross-university group of faculty and staff charged with advising, recommending, and constructing a plan that specifies when and under what conditions the University will resume operations in Fall 2020. The Task Force will monitor continuity of operations during the Fall semester and will provide advice on Spring 2021 semester operations.

*COVID Response Team:* A small, focused response team charged with monitoring and managing the University response to the presence of positive COVID-19 cases within the community, advising the President and Cabinet on decisions regarding operations, mitigation strategies, stakeholder compliance and health concerns related to COVID-19 cases, and alerting the community of identified risks and current COVID-19 conditions.

*Marketing and Communications:* The University's Marketing and Communications department is responsible for consistent and accessible messaging about the plan and campus updates as required including a dedicated COVID-19 web page for official information about the University's COVID-19 response, community alerts and plans for the Fall semester.

Information will be shared regularly with the campus community using a variety of channels. **Campus email** will be the primary mode of communication with all students, faculty and staff. Other channels may include, but are not limited to:

- FAQ webpages
- Social media platforms
- Daily announcements
- Alumni e-blasts and e-newsletter
- Parent/family e-newsletter
- Digital signs on campus
- Printed posters, fliers and signs
- E2Campus/Omnilert (emergency messages only)

## Glossary

These terms are used throughout the plan and are defined below:

**ASYMPTOMATIC** – Presenting no symptoms of a disease.

**CLOSE CONTACT** – Defined by CDC as any individual within 6 feet of an infected person for at least 15 minutes.

**CONTACT TRACING** - Contact tracing is a procedure used by health departments to prevent the spread of infectious diseases. Public health staff notify close contacts of their potential exposure to a **laboratory-confirmed or probable COVID-19 person**. Contact tracing is performed as rapidly and sensitively as possible. The infected person's identity is never revealed.

**COVID-19** – Infectious disease caused by the SARS-CoV-2 virus.

**COVID TESTING** – There are three types of tests available for people with COVID-19 symptoms:

- **PCR (polymerase chain reaction) tests** look for pieces of SARS-CoV-2, the virus that causes COVID-19, in the nose, throat, or other areas in the respiratory tract to determine if the person has an **active infection**. This is a nasal swab test.
- **Antigen tests** look for pieces of proteins that make up the SARS-CoV-2 virus to determine if the person has an **active infection**. This is a nasal swab test.
- **Serology tests** look for antibodies against SARS-CoV-2 in the blood to determine if there was a **past infection**. This is a blood sample test.

**FACE COVERINGS** - a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face.

**FALSE NEGATIVE RESULT** – A test result that indicates a person does not have a disease when the person has it.

**FALSE POSITIVE RESULT** – A test result that indicates a person has a disease when the person does not have it.



**ISOLATION** – A public health practice that separates infected persons with a contagious disease from people who are not sick.

**MODIFIED QUARANTINE** – A public health practice that involves the wearing of a mask over nose and mouth throughout the day and only removing it when alone, performing daily temperature and symptom checks, reporting the development of symptoms to the ordering Department of Health, only leaving residence to attend essential functions of going to work, school/classes, childcare, and to secure essential provisions.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)** - Includes masks/face-coverings, gloves, gowns, goggles, and other equipment to protect the wearer from coming in contact with contagious pathogens or spreading contagious pathogens to others.

**SELF-QUARANTINE** - when someone is not ordered to go into *quarantine* but chooses to do so just out of caution.

**QUARANTINE** - separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

**SARS-CoV-2** - The scientific name of the new strain of coronavirus that causes Severe Acute Respiratory Syndrome. In people, the disease caused by the virus is called Coronavirus Disease 2019, or COVID-19.

**SCREENING** – A series of questions asked to determine a person’s risk for COVID-19.

**SOCIAL (PHYSICAL) DISTANCING** - avoiding mass gatherings, not congregating and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

**SYMPTOMATIC** – Presenting symptoms of a disease.

## **Elements of the Plan**

The key elements of the University’s blueprint for a safe and responsible reopening in Fall 2020 are outlined alphabetically below for ease of access.

### **Academics**

#### *Calendar*

The academic calendar for Fall 2020 has been changed so that face-to-face instruction ends at the Thanksgiving break, thereby mitigating the public health risks associated with travel, social interaction and the return to campus that would be typical at that point in the semester.

August 24	On-campus instruction begins
September 7	Instructional day (No Labor Day Holiday observed)
October 11 and 12	Instructional days (No Fall Break observed)
November 25	On-campus instruction ends Residence halls close for the Fall semester
November 30	Remote instruction begins
December 1	Remote instruction

December 2 - 8      Final exams conducted remotely

### *Instructional and classroom formats*

The University is committed to providing the experiential learning opportunities in lectures and laboratory courses for which we are known. These courses will be delivered in formats and settings that follow CDC guidelines for health and safety.

Courses will be offered in a mixture of remote and in-person modalities with approximately 75% of all sections being offered in-person. The format for courses scheduled for the Fall semester have been made available through the Registrar's Office on July 24, 2020.

All in-person classes will be held according to social distancing parameters of 36 square feet per person in traditional classroom settings and 66 square feet per person in labs. Faculty members will consider assigned seating in classes to facilitate contact tracing should it be necessary.

Some lecture and lab courses may take a hybrid approach. (For example, the lecture portion would be delivered remotely with labs held in person.) Some large classes may be taught remotely if a suitable venue is not available; others may be held in larger spaces to allow for appropriate distancing.

Some larger laboratory sections may be divided into two or more groups. Groups may meet physically on alternate weeks to physically complete laboratory exercises, while alternating with virtual meetings to analyzing the results of the exercises.

Additionally, faculty office hours and advising appointments will be handled virtually in the Fall semester to promote social distancing for safety.

Per the University's policy on face coverings and personal protective equipment (PPE), all faculty, staff and students will be required to wear face coverings, including in the classroom.

### *Syllabus statements*

The following references will be incorporated into course syllabi for the Fall 2020 semester:

As mandated by the State of Pennsylvania, masks are required to be worn by all students, faculty, and staff on campus. This expectation extends into the classroom and other learning environments.

Social distancing: Consistent with CDC requirements, students and instructors are required to maintain 6 feet of distance in classrooms, labs, and other learning environments. There are no exceptions to this guidance.

### *Attendance monitoring and assigned seating*

Staying home when ill is an essential practice to limit the community spread of illness generally, and COVID-19 specifically. DeVal is adopting a university-wide attendance policy to ensure consistency across programs and course sections.

Fall 2020 courses will be offered in in-person and remote formats. Students who are ill should not attend in-person classes. However, students should notify their instructors in a timely

manner of their absence from class, whether in-person or remote, due to illness. Students are responsible for all quizzes, exams, labs, projects, and assignments missed due to absence in each class for which they are enrolled. This should be coordinated through their instructor.

Students will not be penalized for absence due to illness and students do not need to provide documentation of their illness if they follow these procedures. Instructors will accommodate students who communicate their absence and who cooperate with making up missed coursework.

By the end of the first week of the semester, students will choose a seat in each of their courses, maintaining distancing of 6 feet from other students and the instructor. Instructors will record the seating arrangement and will use this information to take attendance for each class meeting. These seating assignments will be necessary to facilitate contact tracing in the event of a positive COVID-19 case. Attendance also will be mandatory for virtual classrooms with attendance also being recorded for these sessions.

Monitoring student absences is an important strategy for providing support to individual students who are ill and for providing the University with an understanding of the potential magnitude of illness or infection. Tools such as classroom clicker systems can facilitate digital recording of daily attendance.

Faculty members can play a vital role in public health by submitting reports of concerns about student attendance or symptoms of illness to the Aggie Care Team (ACT), a cross-university team charged with assessment and intervention with a wide range of student concerns.

### *Conversion to remote learning*

All faculty teaching in-person this Fall will be prepared for a transition to remote instruction should campus conditions warrant a change in operations. Other conditions also may warrant a change in course delivery, including faculty member illness or COVID-19 exposure.

Faculty have had and continue to have the opportunity to expand their knowledge of remote and online instruction. The Educational Technology and Distance Education team have scheduled enhanced distance education training sessions, new remote teaching training sessions, a next level of both Blackboard and Zoom training, and have developed a Teaching Resources Center for both new and advanced online faculty. The Faculty Professional Development Committee has provided further support to faculty in preparing for online and remote teaching via virtual seminars and the development of a podcast series on these topics.

### *Faculty support and safety*

Faculty members, by policy, will have the right to ask a student to leave the classroom for failure to comply with health and safety expectations around wearing face coverings.

Faculty members who themselves are ill or concerned about their health will be provided collegial coverage of their classes as necessary.

For the safety of the classroom setting, specialized cleaning services may be implemented in any classroom known to have had exposure to COVID-19.

The University's case management process contains provisions that any student who is absent due to illness will be required to obtain "return to school" medical clearances before re-entering a classroom.

## **Accommodations for Health or Disability Concerns**

The health and safety of our community is foremost in our planning. We understand that individuals may have pre-existing medical or disability issues which might pose difficulties in a face-to-face academic or workplace environment.

### *Students*

Student requests for accommodations are initiated through an online disability accommodation request form. All requests must be accompanied by supporting documentation from a qualified healthcare professional.

### *Employees*

Employees seeking an accommodation request under the Americans with Disabilities Act should [complete a request form](#). Examples of accommodations that may be needed are working from home or wearing a face shield instead of a face mask. Contact Human Resources with any questions about accommodation requests.

## **Athletics**

In late July, the Middle Atlantic Conference (MAC) made the difficult decision to suspend all intercollegiate athletics through the Fall semester with hopes to move them to Spring 2021. We value our student-athletes and will continue to keep them updated on developments and decisions related to athletics.

## **Bookstore**

Follett is our new campus bookstore partner as of July 2020 and will offer online ordering of supplies beginning in August.

All staff and customers will be required to wear face coverings in the store. Barriers have been installed at cash registers and the textbook counter.

Hand sanitizer will be available for personal use at the store entrance and it also will be available for purchase. Social distancing will be observed and signage will direct traffic flow in and around the store.

## **Cleaning and Sanitation**

### *Philosophy*

The health and safety of the entire University community remains the highest priority of this plan. Cleaning and disinfection of classrooms, all building bathrooms, lobby and hallway hard

surfaces, public spaces, and high touch areas will be performed to meet current CDC guidelines, including the use of EPA “List N” approved products recommended to disinfect these areas.

The University is prepared to utilize outside contractor(s) as needed to ensure that these standards and expectations are being met daily across campus.

The table below outlines the Fall semester cleaning schedule for the campus. Acknowledgment of completed disinfection will be documented and posted in areas such as bathrooms, and on fixtures and doors.

*Schedule*

<b>Location</b>	<b>Frequency</b>	<b>Responsible Party</b>
Classrooms/Laboratories	2x/day	Custodial Operations
Lounges/Hallway/Common	2x/day	Custodial Operations
Common restrooms	2x/day	Custodial Operations
Weight Room overall	2x/day	Custodial Operations
Residence Hall restrooms	3x/day	Custodial Operations
Health Center/Training overall	2x/day	Custodial Operations
Transportation vehicles	Each use	King’s Limousine
Private employee space	As needed	Employee
Dining Facilities	Each use	Parkhurst/Custodial Operations
Point of Service areas	Each use	Employee as assigned
Public Safety	2x/day	Custodial Operations
Weight room – equipment	Each use	User, coaches, players
Training room – equipment	Each use	Athletic Training staff
Locker rooms	2x/day	Custodial Operations
Computers/Lab Equipment	Each use	User
Laundry Rooms	2x/day	Custodial Operations
Health Center equipment	Each use	Health Center staff
University owned vehicles	Each use	User

*Service for areas with suspected COVID-19 exposure*

The University may rely on a third-party sanitation provider to treat areas with known exposure to the novel coronavirus. The COVID response team is responsible for partnering with the Bucks County Department of Health to determine which spaces on campus will need to be disinfected. Such disinfection may result in the temporary closing of spaces like common areas and classrooms on short notice.

*Individual office cleaning*

Shared responsibility for the health of our community is a hallmark of this plan. Employees will be expected to clean and maintain their own offices and workspaces. This allows cleaning

operations to be focused on areas occupied by multiple users and reduces overall traffic into these areas.

Appropriate supplies will be made available through Custodial Operations. Employees will be responsible for wiping down surfaces in their own office or workspace (i.e. desktops, high touch areas such as doorknobs, light switches and computer keyboards). Trash bags from private offices should be tied up and left outside the office for removal.

### *Regular classroom cleaning*

In addition to regular scheduled cleaning by Custodial Operations, classrooms and laboratories will be stocked with cleaning products. Students and faculty should wipe down surfaces (desktops) and high-touch areas prior to the start of class/instruction.

### *Hand sanitation*

Hand sanitation stations will be placed at 130 locations throughout campus, including at building and classroom entrances/exits, common spaces, and other high traffic areas. These should be used regularly by everyone on campus as an essential complement to handwashing and other measures to reduce transmission of illness.

Signage in restrooms, common areas, hand-sanitizing stations and vending areas will encourage proper hygiene, including hand washing/sanitizing and cough and sneeze etiquette.

## **Commuter Students**

Commuter and off-campus students are important members of our campus community and are assured access to the same health and wellness resources and services as resident students. Commuters also are expected to follow the same health and safety guidelines related to screening, testing and reporting of illness as described in this plan.

Commuter and off-campus students who are living with a family member or other individual with confirmed COVID-19 must notify the DelVal Health Services at 215.489.2252 to discuss next steps. These may include a period of modified or full 14-day quarantine, depending on circumstances of exposure and guidance from the Department of Health.

The commuter lounge is open with reduced occupancy. A listing of campus spaces available for commuter students to use for study and remote classes will be circulated to commuter and off-campus students.

## **Compliance and Accountability**

### *Philosophy*

The Fall 2020 Blueprint for COVID-19 Re-opening serves as policy at Delaware Valley University during this pandemic. All students, faculty and staff will be accountable as we navigate this significant public health issue as one community.

We will operate under the **assumption of shared responsibility** for the health and safety of our community and for sustaining a dynamic learning environment. As citizens of our University, we are each responsible for holding ourselves, and those around us, accountable to the practices and guidelines within this plan.

Our *Keeping Aggies Healthy* community pledge will foster a social norms approach to community engagement as we all work together in the year ahead to promote a safe and healthy learning and working environment for all. More information about this campaign will be communicated across campus.

It is expected that all students, staff and faculty will adhere to our community norms and calls for good citizenship. If these are disregarded, the University will seek adherence to our expectations through the Student Code of Conduct and relevant Human Resources and employment procedures established to address non-compliance.

Students are reminded that the Code of Conduct prohibits:

- behaviors that interfere with the health and safety of others;
- behavior that is disruptive to the classroom environment;
- failure to comply with the direction of a University official;
- general violations of policy.

For faculty and staff, HR Policy 401 specifically applies:

- employees must comply with all policies as stated in the University's documents, laws and regulations;
- no employee can act in any way that could harm the University or fellow employees;
- the best work conditions prevail when people conduct themselves with respect and consideration for each other and observe reasonable rules and regulations of personal behavior.

### *Reporting compliance concerns*

Faculty members will access an online form to report classroom non-compliance with health and safety directives (including wearing face coverings and maintaining social distance). These reports will be routed to the Dean of Students, the University's student conduct officer, for response and intervention through the student Code of Conduct.

A COVID Compliance Concerns online form will be available for all community to report observations of non-compliance. These reports will be routed to the Dean of Students and Director of Human Resources for resolution through the appropriate University procedures for students and employees.

## **Contact Tracing**

Contact tracing involves identifying people who have an infectious disease and their contacts (people who may have been exposed). Contact tracing is an essential activity used by health departments to limit the spread of infectious disease.

The DVU Health Center staff have years of experience initiating contact tracing to decrease the transmission of other communicable diseases, such as sexually transmitted infections, tuberculosis, and meningitis. Because of the current pandemic, our Health Center staff have recently completed a contact tracing training course conducted by Johns Hopkins University.

Contact tracing is an essential public health tactic that is performed in a respectful, culturally sensitive and confidential manner. Efforts to locate and communicate with persons and close contacts will be carried out in a manner that preserves the confidentiality and privacy of all involved. The name of an individual who has tested positive or is under investigation will never be revealed unless written permission has been given to do so. Confidential information will not be shared with third parties.

Where feasible across campus, attendance logs and seating arrangements will be captured to facilitate contract tracing. Examples include classroom seating charts, and designated lists of weight room users assigned to specific time slots.

The Bucks County Department of Health has predominant authority and legal responsibility for contact tracing and notifications of communicable diseases. When contact tracing is warranted, the DVU Health Center staff will report directly to the Bucks County Department of Health and will begin gathering information in support of the DOH contact tracing efforts. In collaboration with the Bucks County Department of Health, procedures for isolating and quarantining students will be issued through the university Health Center.

## **Contractors and Vendors**

Contractors and vendors operating or delivering on University property are expected to comply with the same health and safety guidelines as those on campus. Contractors and vendors must be free of illness before coming onto campus and face coverings and social distancing are required.

The Purchasing Department is responsible for obtaining a copy of a safety plan by which the business entity operates from all contractors and vendors. All University vendors, service and delivery personnel and agencies will receive guidance on campus check-in procedures and health and safety requirements.

Contractors or vendors who do not adhere to their own safety plans and University expectations may risk severing of business operations with the University.

University employees are not permitted to provide campus access to contractors or vendors who have not completed the above check-in steps.



## **Dining and Food Service**

The University and its corporate partner, Parkhurst Dining, have collaborated on a plan to offer dining services with full attention to social distancing, regular cleaning and sanitation, and employee expectations for hygiene and service delivery.

Traditional dining operations will be conducted in Levin Dining Hall, with reduced capacity, table distancing and table shielding. Moumgis Auditorium will also be configured as an additional dining site with table distancing and shielding.

Additional mitigation strategies include:

- Elimination of self-serve areas such as the salad bar;
- Availability of grab and go options in all venues. The Pub will offer exclusively grab and go options;
- No cash will be accepted – Ram Dollars or meal plans only;
- Schedule modifications will occur to accommodate more regular cleaning;
- Revised traffic flow in dining areas with appropriate signage.

Parkhurst's Safety Plan fully details the practices that will be implemented to ensure a safe and positive experience for diners.

## **Distancing and Shielding**

The University will observe and encourage the CDC physical distancing guidance for 6 feet (about 2 arm's length) of separation in every feasible venue. This is known to be an effective mitigation strategy against transmission and spread of disease. Plans and physical adaptations underway include but are not limited to:

- Removing/rearranging seating to reduce capacity in offices, lounges, reception and conference rooms to promote social and physical distancing;
- Adding panels to separate adjacent workspaces as required;
- Installing plexi-glass barriers in high traffic customer service areas, reception areas, residence hall bathrooms, dining tables, and vehicles as required;
- Removing or limiting shared workspaces;
- Designating small rooms and offices as single occupancy only;
- Using floor decals and signage to direct traffic and maintain 6 feet of distance;
- Encouraging use of videoconferencing for meetings;
- Faculty office hours and advising appointments via remote delivery;
- Implementing signage for elevator ridership limits;
- Square footage guidelines for classrooms and meetings rooms to aid in reduced occupancy.

Personnel who share offices will work on staggered and/or remote schedules.

Individual appointments, such as faculty office hours, advising appointments, counseling sessions, financial aid and bursar appointments, and other one-on-one meetings, will be held through remote means as standard procedure. A listing of office hour and location modifications will be provided closer to the start of the term

## Education and Training

The University will deliver comprehensive educational efforts using CDC guidance. This will include a wide range of topics, including, but not limited to:

- general information about COVID-19;
- health and safety practices to reduce the spread of infection;
- hand and respiratory hygiene; distancing; care and use of face coverings;
- personal health and symptom monitoring;
- what to do when ill or exposed.

Those employees who are required to perform specific tasks, such as temperature and symptom screening, will receive targeted training from the University.

Signage will be an important element of our education strategies and will be prevalent in restrooms, common areas, hand-sanitizing stations, classrooms and residential and athletic areas to encourage proper health and safety practices.

We also will institute a **required** program of education, training and information to support our community members in making healthy individual choices to protect the public health of our campus. This is designed to facilitate a safe community for all. Details about the required training program and the process for completing it are under final development.

This and other important information will be disseminated through:

- print and electronic materials for students, faculty, and staff;
- regular health communications in email, social media, and video platforms;
- student programming during Welcome Weekend and athletics compliance meetings;
- signage throughout the campus.

## Employees: Workplace Practices

Workplace practices encouraged by Human Resources for the Fall semester include the following.

### *Staggered Shifts*

Supervisors will schedule their staff to begin and end their shifts with staggered start/stop times where and when necessary to avoid close proximity with others.

### *Breaks*

Breaks should not be taken together when possible. Supervisors should ensure that breaks are scheduled to limit the number of employees in common break areas so that at least 6 feet of social distancing can be maintained. Employees must clean surfaces at the end of their break time.

### *Meetings*

All meetings and trainings will be held virtually wherever possible.

If a non-instructional meeting must be held in person, the meeting should be limited to the fewest number of individuals possible and will not exceed 25 individuals at one time. Masks and social distancing (six feet) are required.

### *Telework*

With the approval of the area Vice President, supervisors will determine whether staff may telework when possible to minimize the number of colleagues working on campus.

## **Events and Meetings**

Internal meetings and activities will adhere to CDC, state and University guidelines for health and safety. The University will comply with public health orders, including occupancy adjustments for the number of participants or attendees.

In-person activities should be held outdoors to maximize distancing and meetings should be conducted through remote means, where feasible.

For the Fall 2020 semester, the University will not be able to offer its facilities or campus for events by external hosts. We will continue to monitor conditions for the spring and look forward to once again being able to support our local community through access to our campus.

Guidelines for any other campus events and meetings will be made available for the internal DelVal community. These will require review and approval to ensure appropriate capacity, space selection, and compliance will all guidelines (including DVU, governmental and public health requirements in force at the time of the event).

## **Face Coverings and Personal Protective Equipment (PPE)**

### *Face Coverings*

In accordance with orders issued by the Pennsylvania Department of Health, and by Delaware Valley University Policy on Universal Masking and PPE, all faculty, staff, students and campus visitors, contractors and vendors are required to wear face coverings while on campus.

Wearing a face covering is an important practice for maintaining our community's health. [Recent studies](#) show that wearing a face covering adds an important layer of protection for prevention of virus spread as it can help contain respiratory droplets when the mask wearer coughs, sneezes or speaks. Even asymptomatic persons can shed the virus and transmit it to others when they are feeling well and do not know they have COVID-19.

Cloth face coverings must cover both the nose and mouth. "Aggie" branded face coverings will be provided at the beginning of the semester to supplement those that individuals will be asked to provide for themselves. Each member of the DelVal community is responsible to ensure they have an adequate supply of face coverings to comply. It is recommended that you carry at least two clean face coverings with you daily. This will ensure that you have a replacement in case your mask is lost or becomes unusable.

Based on evolving CDC guidance and findings about the efficacy about various types of face coverings, the following are not acceptable for use on campus:

- neck gaiter-type masks or fabric bandanas
- face masks with exhalation valves.

Face coverings are strongly recommended, although not required when in one's own residence hall room or suite; when alone in a private office or study room; riding alone in a vehicle; in public outdoor settings where physical distancing requirements are met; or in an approved athletic context.

All persons must also observe required social and physical distancing at all times.

The University will seek adherence to required masking expectations through informal and formal means including signage, education, ongoing public health messaging, a social norms campaign, and the use of established formal and informal resolution processes for students, faculty and staff.

The CDC guidelines on proper use, removal, and washing of cloth face coverings is adopted as the approved institutional guidance and education source. It will be disseminated to faculty, staff and students prior to and throughout the Fall semester through multiple channels.

### *PPE (Personal Protective Equipment)*

Certain employees, by nature of their work, require personal protective equipment (PPE) including surgical masks, face shields, goggles and gloves to perform their duties safely. Personnel requiring University provided PPE include, but are not limited to, health service clinicians, athletic training staff, those who work in certain labs and work environments, custodial services, public safety, and students in isolation or quarantine.

The Environmental Health and Safety Specialist is responsible for ensuring that personnel designated for use of University procured PPE are trained on its proper use.

The University will maintain a three-month supply of PPE for designated personnel and functional areas. Oversight and monitoring of inventory rests with the Environmental Health and Safety Specialist and procurement is centralized through the University's purchasing department for economies of scale and financial stewardship.

## **Health and Personal Hygiene**

The University will adopt and implement the guidance of the CDC in its communications and expectations for campus community members regarding those health and hygiene practices known to decrease [transmission of diseases](#), including COVID-19. We will continually monitor and provide updated information and guidance from the CDC and the Pennsylvania Department of Health as the pandemic evolves.

Employees and students will be strongly encouraged to be vaccinated against influenza this year as an additional personal and community health measure. Flu clinics will be sponsored on campus by the DVU Health Center and Human Resources in collaboration with Doylestown Health.

## **Health Monitoring and Self-Screening**

Delaware Valley University will require daily symptom monitoring to assist in preventing the spread of illness. The health and safety of the DelVal community is paramount. Every member of our campus community has a responsibility to respect and protect those around them and to

do their part for our community's health. People with symptoms of illness should not report to campus, work, or class.

The University has partnered with our current case management system, Medicat, to provide a tool for the completion of required daily COVID symptom self screenings. Medicat COVID is a HIPAA compliant tool that safeguards personal data from public or cloud-hosted view. Further training and instruction will be provided on the use of the tool. All students, faculty and staff will complete the daily symptom tracker through the Medicat app system.

When a user is symptom free, a GREEN check mark will be generated. It is then safe to attend class or report for work. Proof of status through the app may be required to enter campus or a campus building or classroom.

If a user is experiencing symptoms, a RED check mark will be generated. The Medicat system will provide direction on what further screening or action is immediately needed. Students will be required to call the DVU Health Center immediately. A red check mark indicates that it is NOT safe to enter a classroom or come to campus. Users should not report to work or class if a red check mark is issued through the system.

In addition to the required personal health screening, the University will directly administer regular temperature and symptom screening through designated and trained personnel, as follows:

### *Population screening*

When students arrive back on campus, the University will conduct multiple temperature and symptom screening events during the initial 14-day re-population period. A series of 'pop-up' screening dates and sites will be announced. Students with abnormal temperature or symptoms at these screening events will be immediately directed to call the DVU Health Center for evaluation.

All resident students will be screened for temperature and symptoms by DVU Health Center staff during move-in days. No student will receive their room key until they have been screened.

## **Housing**

As previously communicated, the University plans to open residence halls for Fall. Our plans have been guided by the Pennsylvania Department of Education and CDC Guidance for Shared or Congregate Housing.

Delaware Valley University has put in place safety measures including: enhanced cleaning (particularly bathrooms) to CDC standards; arrangement of room furniture to maximize distancing; and placement of physical barriers between bathroom sinks. Common spaces will be closed for the semester.

By living in shared housing students choose to:

- occupy shared quarters (rooms or suites) unless assigned to a single room as an approved accommodation;
- be part of a larger residential community of students;
- follow University directives to wear cloth face coverings;

- actively practice general hygiene and hand hygiene for the health of all;
- isolate immediately and seek medical care and direction should symptoms develop;
- comply with health and safety directives if they become ill;

Failure to follow these guidelines and others that might arise in the interest of public health may result in a referral to agents of the university for discussion, resolution and, as may be warranted, action under the Student Code of Conduct.

### *Guest policy*

For the Fall 2020 semester, resident students will not be permitted to have guests or visitors in the individual rooms or residence halls. Family members will not be permitted to visit and students will be limited to one helper/guest on Move-In Day. These limitations are important for minimizing any possible exposure on our campus and will be enforced.

### *Common areas*

The common areas of residence halls (kitchens, lounges, study rooms and fitness rooms) will be closed and unavailable for use during the Fall semester. This action reduces the risks that may be associated with gatherings, including difficulty with social distancing, cleaning and hygiene.

RA floor meetings frequency and format will be adjusted in accordance with social distancing requirements as will informal and remote social opportunities within the residential communities.

### *Student safety plans*

Students are required to submit a simple safety plan before moving into housing. This plan will be activated if quarantine, isolation or closure of the residence halls becomes necessary. Elements of the plan will include confirmation of emergency contact information and other essential information about location, travel arrangements and return-to-school requirements. Resident students will receive direction through their housing portal on how to complete and submit a safety plan.

### *Quarantine and isolation housing*

Returning home to isolate will be preferred if a resident student tests positive for COVID-19. We have set aside limited accommodations with private bathrooms for students who are ill or have tested positive for COVID-19, or who have no alternative isolation housing option that can be located. Only exceptional circumstances will be considered and the relevant Department of Health may be contacted for guidance.

## **Illness and Return to Work/Class**

People with symptoms of illness should not report to work, class or to campus. Symptoms of concern may include:

- Fever or chills
- Cough

- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

These urgent symptoms require immediate emergency care:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Students with symptoms should call the DVU Health Center at 215.489.2252. A nurse will provide consultation and advice on how to proceed. You may be tested for COVID-19 at the Health Center or referred to a community resource.

Students experiencing illness and respiratory distress after hours should contact Public Safety at 215.489.4444 and assistance and guidance will be rendered. Isolation or quarantine may be required.

Employees with symptoms of illness should stay home and consult with their primary care provider about whether they should be tested for COVID-19. Employees should follow their normal call out procedures. If an individual develops any of the symptoms or is not feeling well during their shift, they should contact their supervisor and go home. DeVal's sick policy and FMLA policy should be applied when applicable.

### *Reporting illness*

Any student with a positive diagnosis or with known exposure to COVID-19 must report that fact to the DVU Health Center, which will initiate isolation and quarantine protocols described elsewhere in this plan.

Any employee with a positive diagnosis should not be on campus and should contact Human Resources. HR will follow a response protocol to ensure compliance with the orders issued by the Governor of Pennsylvania, the Pennsylvania Department of Health and the Bucks County Department of Health to respond to a probable or confirmed case of COVID-19 on campus. The response protocol includes contact tracing and disinfecting all areas used by the sick individual.

### *Protocol for a Confirmed Case of COVID-19 on Campus*

If a confirmed case of COVID-19 has been identified through DVU Health Center testing, the Bucks County Department of Health will be contacted. In instances where testing has been

conducted through the student's primary care or other health care provider, the Department of Health will be notified. The DOH will notify the University as appropriate.

For a confirmed case on campus, the University COVID Response Team will convene. With the assistance of the County Department of Health, the team will make necessary determinations regarding suspension of any activity or class; required disinfection; communication to campus; continuity of care for individuals and any other matters.

### *Return to work or class*

Individuals who have tested positive for COVID-19 will be approved to return to work or school through case by case review by University personnel under the direction and guidance of the Bucks County Department of Health.

Employee leave policies and student hiatus policies remain in effect during the Fall semester.

Return to work or school approvals will be consistent with CDC guidance on release from isolation.

### *For symptomatic persons with positive test results:*

- At least 10 days have passed since symptoms first appeared, **and**
- At least 24 hours have passed with no fever and no use of fever-reducing medication, **and**
- Symptoms have improved

Concluding the period of isolation depends on different factors for different situations. Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

### *For persons with positive test results but with no symptoms:*

- 10 days have passed since positive test results

Concluding the period of isolation depends on different factors for different situations. Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

## **Isolation and Quarantine Procedures and Expectations**

*Isolation* is the physical separation of an individual with an infectious illness from those who have not been exposed to the contagion and are healthy. *Quarantine* is the physical separation of asymptomatic contacts (i.e., those who have been exposed to a contagious disease but are not ill).

### *Resident students*



The University has established procedures for isolation and quarantine of resident students in collaboration with the Bucks County Department of Health.

Any student who tests positive for COVID-19 will not be permitted to immediately return to their assigned residence. The student's safety plan will be activated and arrangements will be made for alternative accommodation. Only in very limited circumstances will students requiring isolation remain on campus and they will be assigned to isolation housing.

The University's isolation protocol assigns such students a point of contact for regular check-ins, delivery of meals, retrieval of personal items and other support as needed, such as transition to remote learning or other academic continuity, and communication with family members as requested. Infected students will remain in isolation until they meet the CDC guidance for return to school outlined above.

Resident students who may have had close contact with someone who has tested positive for COVID-19 will begin a period of modified or full 14 day quarantine, under the direction of the DVU Health Center. The type of quarantine will depend on circumstances of exposure and guidance from the Department of Health. Students in full or modified quarantine will also be assigned a University point of contact for assistance with delivery of meals as needed. The University has reserved a floor of a residence hall for students who may need to quarantine in an alternate location.

Residential students are required to comply with the directives of University officials regarding housing re-location and other directives related to isolation and quarantine.

### *Commuter and off-campus students*

Commuter and off-campus students who are living with a family member(s) or other individual with suspected or confirmed COVID-19 must notify DVU Health Services at 215.489.2252 to discuss next steps regarding a period of modified or full 14 day quarantine. This will depend on circumstances of exposure and guidance from the Department of Health.

## **Move-In Procedures for Residential Students**

Move-in procedures have been altered to manage campus arrival and to adhere to all applicable health and safety precautions. Everyone's cooperation will be essential for an orderly and responsible process. All health and safety directives, specifically wearing face coverings, maintaining distance, and following traffic flow signage will be expected. Resident students will receive additional details through their housing portal.

### *Staggered arrivals and check-in*

A staggered schedule will be established that assigns return times based on location to facilitate social distancing and limit the number of students moving in at any given time. Move-in will be extended across multiple days to further distribute the number of persons on campus.

Due to the extensive check-in requirements this Fall, we are not able to accommodate early arrivals and those who arrive outside their assigned time will not be able to check in.

To streamline check in processes, students should clear all business items PRIOR to their arrival.

At check-in, any student who has not already done so through the housing portal will need to acknowledge residential agreements. All students will receive a wellness kit including face coverings, hand sanitizer, thermometer and instructions for conducting their own health and wellness checks.

Students arriving from states currently under travel quarantine will complete a 7-day period of modified quarantine on campus and will receive individualized outreach prior to arrival with full directions and guidance.

### *Temperature and symptom screening*

Prior to receiving room keys, students will proceed through a temperature and symptom screening process conducted under the direction of the DVU Health Center. Students with normal temperature readings and no symptoms will receive a clearance badge and will proceed to their residence halls. Those with symptoms or unusual temperature will be asked to speak with the Health Center staff for further evaluation and next steps.

### *Helpers and guests*

For the protection of all, each student will be limited to one helper or guest to assist them with move-in. Helpers/guests will also need to undergo screening and clearance. Face coverings will be required as will distancing and cooperation with traffic flow signage and direction. Family pets are not welcome or permitted on campus.

### *Pack and plan*

Students are encouraged to consider packing light this semester and bringing only the essentials you expect you will need. Doing so will limit the time required to move-in and the amount of help you need.

Even though we have implemented enhanced cleaning practices, we recommend bringing your own supplemental cleaning supplies, especially if you reside in suites with private bathrooms.

Room furniture will be laid out for distancing and therefore additional room furniture or other large items cannot be brought to campus this Fall.

Room contracts are for the academic year, so students do not need to empty their rooms when they leave campus on November 25.

### *New students - Welcome Weekend activities*

Opening weekend will be full of informative and important activity to assist new students in making a positive transition to DelVal. New students will receive a detailed schedule, including a combination of face-to-face, remote, and outdoor activities, closer to move-in date.

## Off-Campus Academic Experiences

### *E360 Experiences*

The E360 program is a cornerstone of the DVU academic experience. For many students, their internships and other experiences take them off campus, into community environments and workplaces, and into schools for student teaching experiences.

Students engaged at off-campus sites will be asked to follow the University's expectations for health and safety, including face coverings, distancing and personal hygiene, even if those guidelines exceed the expectations at the work or internship site. Remaining vigilant while off campus will be an important practice to keep the DVU community safe. In cases where the health and safety requirements at an off-campus site are greater than those of the University, students will adhere to those site requirements.

The Center for Student Professional Development (CSPD) will work with employers and site supervisors, as well as students to define and seek support for adherence to our expectations.

### *Graduate and Doctoral Student Placements*

Required field placement work will follow guidelines established by DVU and/or the host site and will follow the most stringent guidelines. DVU students in field placement will be instructed to maintain at least 6 feet of social distancing, wear face coverings at all times, and practice good hand hygiene. Field placement students will be instructed to obtain hand sanitizer to take with them for field placement work.

We are working out details on how DVU and host sites will be able to communicate potential COVID exposure quickly and confidentially. Graduate or doctoral program directors will provide more information to students about Fall 2020 protocols and any changes to field placements.

## Off-campus Students

While commuter students are those who live at home with family, off-campus students live independently in apartments and houses in the surrounding area. Off-campus students are still responsible for adhering to the health and safety guidelines contained within this plan and for good citizenship to protect the campus community. Guidance below updates and clarifies expectations for off-campus students, and is effective September 18, 2020:

- Off-campus residents are urged to avoid or limit the presence of any guests into the household to reduce the possible exposure of residents and non-residents to infection.
- **Any** guests or friends from outside the 'household' should fully comply with mask wearing, social distancing, and handwashing protocols.
- Eat meals with proper distancing – 6' apart, even within the confines of the 'household'. If meals include anyone outside the household, masks should be worn after eating.
- Gatherings greater than 15 are simply not safe or prudent at this time. Even with everyone following all safety protocols, the safest and smartest way to gather with friends is to limit it to your housemates, or at most, with one guest per resident.

- Even among a small group of friends or housemates, alcohol is risky. Generally speaking, the more we drink, the louder and closer we get.
- Campus resident students should not be invited into off-campus residences occupied by other students as the risk for transmission back to campus increases.
- If you ride in a vehicle with someone outside your 'household', as you come and go from campus, wear a mask. Cars and trucks are small, confined spaces.
- Contact the Health Center at 215.489.2252 if you are ill, if you have been exposed to a COVID positive person, or if you have been tested off campus and received positive results. Thank you for helping to reduce the spread of illness.

It is the University's expectation that all students – whether residing on or off-campus, will adhere to the Blueprint and will act as concerned citizens to protect the public health of our campus. The University's first priority is to intervene on matters of public health in a manner that mitigates any health risk to our community in partnership with affected parties. Students should also be advised that, as noted in the Student Code of Conduct, the University reserves the right to respond to off-campus behavior that may interfere with the health and safety of others.

## **Office Hours and Appointments**

During the Fall semester, office operations and appointments may be modified to ensure social distancing and safety. Individual appointments, such as faculty office hours, advising appointments, counseling sessions, financial aid and bursar appointments, and other one-on-one meetings, will be held through remote means as standard procedure.

Clinical settings (Health Center, Counseling Center and Athletic Training) will have specialized office procedures, including but not limited to telehealth and counseling, and visits by appointment only.

A complete listing of office hour and location modifications will be provided to students upon arrival on campus.

## **Personal Support Needs**

Feelings of stress or anxiety are normal when change is all around us.

For students, access to mental health support and counseling will be available through our Counseling Center. Because of distancing guidelines and size of counselor offices, sessions will be conducted with our licensed counselors through remote means.

For faculty and staff, the University offers an employee assistance program that includes resources and counseling support that may be of value in times of change.

All members of the DVU community are welcome to utilize TAO – Therapy Assistance Online which is offered through the Counseling Center. TAO is an interactive, dynamic, easy-to-access online information program that provides support for anxiety, depression, and other common concerns. TAO has added mindfulness resources and COVID-19 related support resources. The program is free to all students, staff, and faculty at Delaware Valley University.

These services are confidential.

## **Recreation and Recreational Facilities**

Outdoor activities, with appropriate social distancing, are supported and encouraged during this time. Students may consult with Student Involvement to explore both formal and informal recreational opportunities that comply with health mandates.

Until further notice, the use of the Work Gym facilities, include the weight/fitness room is limited to student athletes only. These student athletes will be under the supervision and direction of their coaches. We will continue to monitor the situation through the Fall. This action is necessary for community health and will enable us to contain and limit the number of uses to enable contact tracing, should it become necessary.

Similarly, physical education courses will not be held given the nature of activity in indoor spaces.

Club sports will be evaluated on a case-by-case basis. While generally club sports will be suspended, there may be activities (eSports) where distancing, masking and all other health standards can be successfully met. Student Involvement staff will work directly with club sport leaders this Fall on any programming.

## **Student Activities and Extracurricular Programs**

Being involved and having the opportunity to be part of clubs and organizations is an important dimension of DeVal's campus life. We are planning a range of activity, to include face-to-face, virtual/remote, and outdoor events.

All club and organization meetings and activities will adhere to the use of face coverings and distancing requirements. Event sizes will be limited. The Student Involvement team will provide guidance and support for student leaders on ways to engage their members.

## **Testing – for Students**

According to the CDC, entry testing of all students, faculty and staff is not recommended at higher ed institutions. However, DeVal does have a student testing strategy which supports the mitigation of community spread of illness.

DVU Health Center clinicians will follow the CDC standard for evaluation and testing of symptomatic persons with COVID-like illness. Testing and referrals to testing will be coordinated by the Health Center for:

- students with signs or symptoms consistent with COVID-19;
- asymptomatic students with recent known or suspected exposure to COVID-19.

If indicated, the student may be referred to Doylestown Health's COVID testing center or another center in the surrounding area.

For students with positive test results, or for those symptomatic students awaiting results, a thorough and coordinated case management plan will be initiated that includes isolation or quarantine, conferral with the Department of Health for contact tracing, personalized support (meals, personal needs), and return to class clearances.

The state of knowledge about testing and COVID-19 is rapidly evolving and there will be new discoveries and information in the coming weeks and year. As appropriate, revisions will be made as information changes.

## **Testing – for Employees**

Employees should utilize their primary care physicians for consultation about symptoms and evaluation and procedures for testing. Refer to the Illness and COVID cases section of this plan for guidance about actions if positive or presumptive positive.

## **Travel and Transportation**

All non-essential domestic travel and international travel sponsored by or through the University has been suspended for the 2020-2021 academic year.

### *Essential travel*

Essential travel is defined as that required for work and/or to sustain approved operations of the University. Essential travel also includes activities for recruiting students. Only essential travel is authorized. If you are uncertain if your work travel is considered essential, please seek supervisor and VP approval.

If travel is deemed essential and required for work, employees should ride alone in vehicles where feasible. Employees who normally have multiple employees in the vehicle due to safety or work standards should consult their supervisor and the Environmental Health and Safety Officer for guidance.

If a driver is alone throughout the trip, a mask is needed only when interacting with others, such as at a tollbooth or drive-through window. If more than one person is in the vehicle, all occupants must wear masks.

The University uses King's Transportation, which has taken additional steps to proactively safeguard the health and safety of drivers and DeVal passengers, including:

- Screening drivers for fever and symptoms before beginning their shift. Symptomatic drivers are not permitted to work.
- Vehicle interiors and door handles are thoroughly cleaned and disinfected with antibacterial cleaning products daily at the beginning and end of each shift and between each ride.
- Drivers wear protective gear when transporting passengers and practicing safe personal distancing.
- All vehicles will feature a protective barrier between chauffeur and passenger(s) for added protection and peace-of-mind.

## *Personal Travel*

Although the University cannot prohibit personal travel, individuals should be aware that their personal travel could impact their ability to return to campus. The CDC recommends all international travel be avoided. The CDC also recommends a 14-day quarantine if you've traveled to any areas with a high number of COVID-19 cases. Please refer to the Pennsylvania Department of Health Guidance on Travel

## *Field Trips*

Field trips are an important component of our experiential learning experience. They provide essential, real life contact with instructional and experiential subjects, increasing the value of the overall learning experience.

All field trips must be pre-approved by the Department Chair, Dean and Office of Risk Management and must include a safety plan that details physical distancing, sanitation, hygiene and PPE specific to the travel and tasks at destination.

## **Ventilation and Air Supply**

The university is taking active steps to mitigate the presence of COVID-19 in the indoor air on campus. The mandatory face coverings policy, screening and isolation/quarantine protocols all serve to protect our community.

A wide range of HVAC equipment and technology exists in our campus buildings. Facilities Management performs preventive maintenance on air handling systems based on building use, occupancy and recommended maintenance for peak efficiency. We use a tracking system to monitor and complete scheduled updates, inspections, cleaning and flushing of units, and filter changes for proper operations

Air-handling systems vary across campus. Suite-style residence halls have their own air-handling units with building wide systems for hallways and common spaces. Traditional residence halls and some administrative spaces do not have central air exchange systems. However, most of the main academic spaces on campus do have building wide systems.

Although campus HVAC units will operate under normal conditions, facilities management will increase filtration media (up to MERV-13, if available) in campus air handling units. As an increased safety measure, the filter change schedule will be increased from quarterly to monthly while the COVID operating plan is in place.

Opening windows where possible increases air flow and is recommended where feasible and safe to do so. Facilities has focused efforts across campus to allow windows to be opened by users where possible.

## **Visitors to Campus**

Sustaining a safe and healthy campus is our first priority and as part of that commitment, the University will limit campus visits by individuals and groups who are not immediate members of our community.

Students will not be permitted to have any guests on campus and are advised that failure to comply with this expectation may be grounds for immediate removal from campus.

The only approved visitors will be:

- those participating in pre-arranged enrollment or employment recruiting visits;
- those approved by Academic Affairs for essential academic endeavors;
- vendors, contractors and delivery persons with established business with the University;
- individuals sponsored by External Affairs for advancement visits.

Campus visit approvals, consistent with the criteria above, are granted by the Vice President of the hosting department and are conveyed to Public Safety for campus monitoring. Approved campus visitors are responsible for and expected to follow the same health and safety guidelines as internal community members, including the use of face coverings, and maintenance of social distancing. Individuals approved and scheduled to visit campus must be free of illness. The sponsoring department is responsible for communicating these expectations and for certifying clearance with health screening expectations which may be performed using an app or CDC symptom checker. Visitors must be denied access to campus if symptoms are detected.

Approved visitors will be provided with a face covering in the event they arrive to campus without one.

## **Planning for a Campus Status Change due to COVID-19**

With the assistance of the COVID Response Team, the University will regularly monitor and evaluate key indicators that may influence any changes to campus status, among them:

*External factors:*

- Evolving mandates from the federal, state or local governments or public health agencies;
- Increased number of cases and community spread in Bucks County;
- Inability of local hospital(s) to treat patients

*Internal factors:*

- 5% positivity result rate from testing of individuals in the DVU community;
- Doubling of cases over a three-day period (from 1-2; 2-4; 4-8)
- Significant absenteeism related to COVID-19
- Nearing maximum capacity of isolation beds available on campus.

Our plan was built with the highest regard for our community's safety and we will pivot our operations as needed based on these factors.



